

POLICY

SUBJECT: Leaves of Absence

A. In general, leaves of absence:

1. Shall be administered by the Superintendent.
2. The Board reserves the right to grant leaves of absence for purposes or under conditions not contemplated or considered in the policy statement.
3. Under laws and rules governing such action, the Board may undertake appropriate disciplinary action where a leave of absence is falsely requested or improperly used.
4. Except by permission of the Superintendent, as expressed in writing, the purpose or conditions of a leave of absence may not be altered.

B. Leaves of absence, contractual, et al:

1. Employees who are members of a negotiating unit:
 - (a) Authorization is granted to approve requests for leaves of absence submitted pursuant to provisions of contracts in effect between the district and each bargaining unit.
2. Employees who are not members of a negotiating unit:
 - (a) Authorization is granted to approve requests for leaves of absence submitted by such employees where such requests are consistent with provisions of contracts in effect between the district and the bargaining unit most compatible with the employment status of the employee.
3. Employees who are under contract to the district:
 - (a) Authorization is granted to implement provisions for leaves of absence contained in each such contract.

C. Leaves of absence, unpaid, not covered in b.1. above:

1. Subject to limitations enumerated in this policy statement, authorization is granted for the following unpaid leaves of absence.

POLICY

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Personnel

SUBJECT: Leaves of Absence (Cont'd)

- (a) For a period of time not to exceed one school year for approved graduate study, such leave to include any required internship experience.
 - (b) When an employee who is not eligible for FMLA leave has no more paid sick leave available, a leave of absence may be granted for a period of time not to exceed twelve weeks or the end of the school year in which the paid leave of absence commenced, whichever is shorter. This unpaid leave can only be approved if the employee, a spouse, a child, or a parent has a “serious health condition”, documented in writing by a physician. A “serious health condition” is defined as an illness, injury, impairment or physical or mental condition that involves inpatient care or continuing treatment by a health care provider that renders the individual incapacitated, and in the case of the employee, unable to work. This unpaid leave may be taken on an intermittent basis; however, such unpaid sick leave cannot exceed twelve weeks during one school year.
2. Unpaid leaves of absence and/or days without pay shall not be used to extend vacation periods, to take vacations, to engage in other occupations, or to provide additional personal leaves, except that the Superintendent shall have discretion, where extenuating circumstances warrant, to approve leaves of absence and/or days without pay for such purposes.
 3. Unpaid leaves of absence shall not be granted unless the services of a substitute employee, satisfactory in the discretion of the Superintendent, can be secured.
 4. Except where it interferes with an employee’s legal or contractual rights, the timing of unpaid leaves of absence will be granted at the convenience of the district.

Education Law Sections 1709(16), 3005, 3005-a and 3005-b
Civil Service Law Sections 71-73

Adopted: 08/07/95
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